

Unicoi County Clerk, Ruby H. McLaughlin

County Clerk, Ruby McLaughlin was born and raised in Unicoi County. The daughter of Dave and Vergie Hicks, she graduated from Unicoi County High School and attended Steed College. Ruby is Married to Foy McLaughlin and the mother of Charles McLaughlin and Cindy Edwards. She has four grandchildren.

Ruby was elected in 1990 to the Unicoi County Clerk's Office, where she has served for the past 16 years. She is dedicated to helping the citizens of Unicoi County. Ruby has completed the certification of Public Administrator course, served a term as alderman in the town of Unicoi and serves on the board of directors for the Unicoi County. A member of Erwin Optimist, she attends Unicoi United Methodist Church.

Contact Information: Phone: 423-743-3381 Fax: 423-743-5430 Mailing Address: P.O. Box 340, Erwin TN 37650
Physical Address: 100 Main st Ste 100, Erwin Tn 37650 Hours of Operation: Monday thru Friday: 9:00am to 5:00pm -
Saturday: 9:00am to 12:00pm Deputy Clerks

Mitzi Bowen

Jodi McLaughlin

Brandee Hicks

Cindy Edwards

Coming Soon!

Check back for Online Tag Renewals and Paying by Credit Card Elected to a four-year term, the County Clerk performs a variety of functions:

- Title & Registration of Motor Vehicles & Noting of Liens

View Available Specialty License Plates [Download Lost Title Application](#)

- Marriage Records and Issuance of Marriage License

[Download Pre-Marital Certificate of Counseling Completion Form Here](#)

[Download Marriage License Application](#)

- County Business License & Collection of Business Taxes

[Download Business License Application Form Here](#)

- Notary Seals & Commissions

[Download Notary Application Form Here](#)

- Beer Permits & Tax

[Download Beer Permit Application Form Here](#)

- Boat Registrations

[Online Boat Registration Renewal](#)

- Sales Tax on Boat & Motor Vehicles

- Mobile Home Installation Decals

- Organ Donor Awareness

- County Wheel Tax

- Unicoi County Board of Commissioners Records/Minutes

We do not issue or renew hunting and fishing licenses at the County Clerks Office. To renew online go to the Tennessee Online Renewal site below. [Online Hunting and Fishing License Renewal](#)

Drivers License Services: Drivers License Station is open: Monday--Friday 9:00am until 4:00pm

Saturday 9:00am until 11:00pm

- Renew a Drivers License

- New resident with valid license

- Duplicate (with proper identification)

- Renew CDL with health card (NO HAZMAT)

- Voters registration
- Organ DonorWhat to bring if you are transferring your license from another state:
- Your current license
- Proof of name change if different from previous license
- Certified birth certificate, social security card or passport
- 2 Proofs of residency rental/lease agreements, utility statements with name and address or mail processed through the USPS We cannot accept photocopies, faxes or carbon copies
- A vision test is required

If you have lost your license you will need:

Two pieces of identification (checkbooks or credit cards are not acceptable forms of identification)

If you are changing your name you will need:

Proof of the change such as original certified court order, marriage license or divorce decree.

To make an address change:

If your residential address has changed (even though you may not have moved) you are required by state law to notify the Department of Safety by ten (10) days of this change. This can be done at the Unicoi County Clerk's Office. Fee Schedule:

Motor Vehicle Registration Marriage License

Renewals \$24.00

With Counseling \$38.50

Registration & Title \$36.50

Without Counseling \$98.50

Transfers \$16.00 Business License

Lost Decals \$5.25

New Business \$20.00

Lost Plates \$7.25 Other Fees

Trailer Plates \$14.75

Notary Seals & Commissions \$12.00

Motor Cycle Plates \$17.00

Beer Permits \$200.00

Perm Plates Semi \$79.75

Boat Registration \$2.00

Special Plates \$59.00

Mobile Home Installation Decals \$45.00

Commercial Plates \$52.25 to \$1368.75

Organ Donor Awareness \$1.00

Farm/Joint Tags \$39.05 to \$543.95

County Wheel Tax \$30.50

Handicap Plates \$24.00

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